

## Mandatory Medical Clearances

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### Overview and purpose

Before an employee may begin the duties of a civil service position, certain conditions of employment must be met. One of these is a requirement for medical clearance. There are two types of medical clearance:

- Essential Functions Health Questionnaire STD 910
- Health Questionnaire (with Physician's Report) STD 610

The purpose of this section is to outline the procedures for obtaining medical clearance.

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### Policy

It is the policy of the State Personnel Board (SPB) that employability of persons in state civil service be based on individual consideration of the applicant to safely and efficiently perform the essential functions of the applied for position.

Failure to appoint an applicant for medical reasons should only take place when:

- a medical condition will prevent the applicant from safely and efficiently performing the essential duties of the vacant position and the hiring department is unable to provide reasonable accommodation
  - the essential duties or working conditions will, based on medical opinion, significantly and imminently endanger the health or safety of the employee, co-workers or the public
  - no reasonable accommodation is available
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### Topics

The following table identifies the topics covered in this section.

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## Essential Functions Health Questionnaire (STD 910) Process

### Overview

The Essential Functions (EF) Health Questionnaire (HQ) STD 910 is the document presented to the prospective employee, along with the EF duty statement, when a **firm** job offer is made. Completion of the STD 910 is **mandatory**.

### Roles and responsibilities

The following table depicts the roles and responsibilities in the EF HQ process:

Role	Responsibility	Result
Personnel Liaison(PL)/ Attendance Clerk(AC)	<ul style="list-style-type: none"><li>• Insert appropriate information as required on STD 910</li><li>• Attach EF Duty Statement</li><li>• Forward to hiring supervisor</li><li>• Review for completeness following firm job offer acceptance</li><li>• Forward to Reasonable Accommodation Coordinator (RAC), if required</li><li>• Forward all hiring documents to Personnel Specialist (PS)</li><li>• Retain all hiring interview documents</li><li>• Make copies of EF duty statement</li></ul>	
Hiring Supervisor	<ul style="list-style-type: none"><li>• <b>Does not</b> provide STD 910 during interviews</li><li>• Conduct an interactive process when firm job offer made and review the EF duty statement</li><li>• <b>Does not</b> determine reasonable accommodation, if applicable</li><li>• May work with RAC/employee regarding reasonable accommodation</li><li>• May rescind job offer if prospective employee refuses to sign</li><li>• Has prospective employee sign</li><li>• S/he signs</li><li>• Forward signed and completed STD 910 and EF Duty Statement to PL/AC</li><li>• <b>Prospective employee CANNOT start work until STD 910 has been reviewed by PL</b></li></ul>	EE not hired, proceed to next "best qualified" candidate

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## **Essential Functions Health Questionnaire (STD 910) Process,** **Continued**

### **Roles and responsibilities** (continued)

<b>Role</b>	<b>Responsibility</b>	<b>Result</b>
Personnel Specialist (PS)	<ul style="list-style-type: none"><li>• Process appointment</li><li>• Forward documents to CRU for filing</li></ul>	PAR keyed
Customer Resource Unit (CRU)	<ul style="list-style-type: none"><li>• Separate STD 910, with attached EF Duty Statement, from hiring documents and file accordingly</li></ul>	Compliance with Privacy Act
Reasonable Accommodation Coordinator (RAC)	<ul style="list-style-type: none"><li>• Work with the employee and if necessary, the hiring supervisor and Medical Officer at the State Personnel Board (SPB)</li><li>• Approve and implement or deny reasonable accommodation</li><li>• Return STD 910 to PL/AC</li></ul>	EE reasonably accommodated or job offer rescinded
Prospective employee (EE)	<ul style="list-style-type: none"><li>• Understand EF duty statement and STD 910</li><li>• Disclose need for reasonable accommodation</li><li>• Sign and return forms to the PL</li></ul>	EE begins work following PS review of HQ and notification to PL/AC

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## Essential Functions Health Questionnaire (STD 910) Process, (continued)

### When STD 910 required

The hiring supervisor **MUST** engage in an interactive discussion with the prospective employee regarding the EF duty statement and HQ for all of the following personnel transactions when there is a change in duties or work environment:

**Note: Classifications that require a STD 610 must be accompanied with a STD 910.**

Required	Not required
Transfer	Appointment from subdivisional or departmental reemployment list
Out-of-class assignment	Mandatory reinstatement occurs except in cases of medical termination, which must be approved by the SPB Medical Officer
Promotion	Public Employee Retirement System (PERS) has given medical clearance for permissive reinstatement to a class in the same occupational group (see Pay Scale Schematic Section) after a disability retirement
Training and Development (T&D) assignment	
Temporary Authorization Utilization (TAU)	
New hire to state service	
Reasonable accommodation (requested/needed)	

## Essential Functions Health Questionnaire (STD 910) Procedure

### How to complete and process the STD 910

Follow the steps in the table below to complete the STD 910.

Step	Action
1	On the STD 910 the <b>PL/AC</b> : <ul style="list-style-type: none"><li>• Inserts applicant information</li><li>• Inserts contact information, the name of the PL</li><li>• Inserts "see attached duty statement" in List of Essential Functions section</li><li>• Inserts "Duties approved per RPA #_____ on dd/mm/yy" in the "Personnel Officer's Name" block</li><li>• Attaches EF Duty Statement</li><li>• Forwards documents to hiring supervisor</li></ul>
2	The <b>hiring supervisor</b> makes a job offer and engages in an interactive process: <ul style="list-style-type: none"><li>• Has the EE read and/or understand<sup>1</sup> the EF duty statement</li><li>• Has the EE read and/or understand the STD 910</li><li>• Has the EE complete and sign both documents</li></ul>
3	If the <b>first</b> box on the second page of the STD 910 is checked, the hiring supervisor: <ul style="list-style-type: none"><li>• Determines a tentative start date with the EE</li><li>• Has EE sign both documents</li><li>• Signs both documents</li><li>• Forwards both documents to the PL/AC for processing</li></ul>
4	If the <b>third</b> box on the second page of the STD 910 is checked, the hiring supervisor: <ul style="list-style-type: none"><li>• Rescinds the job offer</li><li>• Thanks the EE for his/her time</li><li>• Forwards both documents to the PL/AC for retention with all of the hiring interview documents for a period of 2 years from the date of the last interview</li><li>• Makes firm job offer to next "best qualified" applicant</li></ul>

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<sup>1</sup> The term "understand" may require the employee to provide an interpreter (friend or family member) at the time of the firm job offer, if the prospective employee does not speak English, is not fluent in English, is deaf, or blind. The hiring supervisor must inform the prospective employee to have an interpreter accompany him/her to the job offer discussion.

## **Essential Functions Health Questionnaire (STD 910) Procedure,** **Continued**

**How to  
complete  
and process  
the STD 910**  
(continued)

<b>Step</b>	<b>Action</b>
5	If the <b>second or fourth</b> box on the second page of the STD 910 is checked, the hiring supervisor: <ul style="list-style-type: none"><li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li><li>• Takes detailed notes regarding the conversation</li><li>• <b>Does not</b> determine the type of accommodation</li><li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li><li>• Has the EE sign both documents</li><li>• Signs both documents</li><li>• Forwards documents to PL/AC for routing to RAC</li></ul>
6	If a reasonable accommodation is requested, the RAC works with the employee, hiring supervisor and Medical Officer: <ul style="list-style-type: none"><li>• To determine the appropriate reasonable accommodation</li><li>• Notifies the C&amp;P Analyst of any change in duties or working conditions to ensure appropriate allocation</li></ul>
7	If a reasonable accommodation is approved, the RAC: <ul style="list-style-type: none"><li>• Implements the accommodation</li><li>• Approves the STD 910</li><li>• Forwards the approved STD 910 to the PL/AC</li></ul>
8	The PL/AC informs the hiring supervisor of the STD 910 approval
9	The hiring supervisor notifies the employee to start work
10	The PL/AC forwards all hiring documents to the PS, and makes <b>three</b> copies of the revised <b>EF Duty Statement</b> , if applicable, <ul style="list-style-type: none"><li>• One for the hiring supervisor's work file for use in performance appraisals, training, or possible disciplinary action</li><li>• One for the employee</li><li>• One for the employee's Official Personnel Folder (OPF)</li><li>• <b>Copies of the STD 910 are <u>not to be</u> retained. The original, sent with the hiring documents to the PS, is retained in a separate, confidential medical file</b></li></ul>

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## **Essential Functions Health Questionnaire (STD 910) Procedure,** **Continued**

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### **How to complete and process the STD 910 (continued)**

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<b>Step</b>	<b>Action</b>
11	The PS processes the appointment
12	The EE starts work and completes remaining appointment paperwork

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- Considerations**      Acknowledging that some hiring interviews are not held in the location of the position, the hiring supervisor may:
- Telephone the prospective employee regarding the firm job offer,
  - Inform the prospective employee regarding the purpose of the STD 910 noting the HQ and the EF duty statement must be signed,
  - Read the EF duty statement to the prospective employee and then ask him/her to respond to one of the four boxes on the STD 910, and
  - The EF duty statement and STD 910 shall be faxed or mailed to the employee for signature and return. Both documents must be signed and returned within 7 calendar days from the postmark date or the date the fax was sent. The hiring supervisor must provide his/her fax number and/or a pre-addressed return envelope.
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**Warning!**      **A prospective employee CANNOT start work until the STD 910 has been signed and/or approved by the PL, SPB Medical Officer and/or Reasonable Accommodation Coordinator (RAC), if Subject to Proper Placement (STPP) has been indicated by SPB Medical Officer!**

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## **Health Questionnaire (with Physician's Report) STD 610**

### **Process**

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#### **Purpose**

The Health Questionnaire (HQ) with Physician's Report STD 610 is the document presented to the prospective employee, along with the EF duty statement, and an Essential Functions Health Questionnaire (STD 910) when a **firm** job offer is made for positions that require:

- Specific physical requirements as part of the classification specification where examination is needed to determine ability to perform essential duties or need for accommodation
- Require one of the following duties or conditions of employment:
  - a. operation of heavy motorized vehicles/equipment or vehicles engaged in transportation of passengers (this does not include driving incidental to performance of State business)
  - b. responsibility for custody, control or direct contact with incarcerated or institutionalized individuals
  - c. continuously rotating or back-to-back shift assignments (working on more than one shift without a 15-hour rest period) or extended work shifts
  - d. performance of tasks at unsafe distance from the ground with or without safety apparatus (e.g., poles, scaffolds, tree tops, bridge suspensions, etc.) or near heavy or fast moving machinery or traffic
  - e. repetitive lifting or carrying 25 pounds or more
  - f. any other functional or environmental factor of high physical, psychological or environmental demand as determined by the hiring authority and the SPB Medical Officer.

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## **Health Questionnaire (with Physician's Report) STD 610**

### **Process, Continued**

**Roles and responsibilities** The following table depicts the roles and responsibilities in the STD 610 process.

<b>Role</b>	<b>Responsibility</b>
Personnel Liaison (PL)/Attendance Clerk (AC)	<ul style="list-style-type: none"><li>• Verify class requires STD 610 (see Attachment 1 for list of classifications)</li><li>• Insert appropriate information on the upper portion of pages 1 and 3 of the STD 610</li><li>• Attach EF Duty Statement</li><li>• Forward to hiring supervisor</li><li>• Upon completion and return of STD 610, forward all hiring documents to Personnel Specialist (PS)</li><li>• Retain all hiring interview documents</li><li>• Make copies of EF duty statement</li><li>• Review and approve STD 610, or forward to SPB Medical Officer for review and approval</li><li>• If Subject to Proper Placement (STPP), forward to Reasonable Accommodation Coordinator</li></ul>

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## **Health Questionnaire (with Physician's Report) STD 610**

### **Process, Continued**

#### **Roles and responsibilities** (continued)

<b>Role</b>	<b>Responsibility</b>						
Hiring Supervisor	<ul style="list-style-type: none"> <li>• <b>Does not</b> provide STD 610 during interviews</li> <li>• Conduct an interactive process when firm job offer made including review of the EF duty statement and explanation of the STD 610 and STD 910 requirement</li> </ul> <table border="1"> <thead> <tr> <th><b>If</b></th><th><b>Then</b></th></tr> </thead> <tbody> <tr> <td>Second or fourth box on the second page of the STD 910 is checked</td><td> The hiring supervisor: <ul style="list-style-type: none"> <li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li> <li>• Takes detailed notes regarding conversation</li> <li>• <b>Does not</b> determine the type of accommodation</li> <li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li> <li>• Has the EE sign all documents</li> <li>• Signs all documents</li> <li>• Forwards all but STD 610 documents to PL/AC for routing to RAC</li> </ul> </td></tr> <tr> <td>Accommodation indicated</td><td>Follow steps 6 – 8 on page 6 for the STD 910</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Has prospective employee sign both documents</li> <li>• S/he signs EF duty statement</li> <li>• Forward all other hiring documents to PL/AC for retention until return of completed STD 610 with signed EF duty statement</li> <li>• <b>Prospective employee CANNOT start work until STD 610 and STD 910 has been approved by the PL, SPB Medical Officer and/or Reasonable Accommodation Coordinator (RAC), <u>if</u> Subject to Proper Placement (STPP) has been indicated by SPB Medical Officer!</b></li> </ul>	<b>If</b>	<b>Then</b>	Second or fourth box on the second page of the STD 910 is checked	The hiring supervisor: <ul style="list-style-type: none"> <li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li> <li>• Takes detailed notes regarding conversation</li> <li>• <b>Does not</b> determine the type of accommodation</li> <li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li> <li>• Has the EE sign all documents</li> <li>• Signs all documents</li> <li>• Forwards all but STD 610 documents to PL/AC for routing to RAC</li> </ul>	Accommodation indicated	Follow steps 6 – 8 on page 6 for the STD 910
<b>If</b>	<b>Then</b>						
Second or fourth box on the second page of the STD 910 is checked	The hiring supervisor: <ul style="list-style-type: none"> <li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li> <li>• Takes detailed notes regarding conversation</li> <li>• <b>Does not</b> determine the type of accommodation</li> <li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li> <li>• Has the EE sign all documents</li> <li>• Signs all documents</li> <li>• Forwards all but STD 610 documents to PL/AC for routing to RAC</li> </ul>						
Accommodation indicated	Follow steps 6 – 8 on page 6 for the STD 910						
Personnel Specialist (PS)	<ul style="list-style-type: none"> <li>• Processes appointment</li> <li>• Forwards hiring documents to Customer Resource Unit for filing</li> </ul>						

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## Health Questionnaire (with Physician's Report) STD 610 Process, Continued

### Roles and responsibilities (continued)

Role	Responsibility						
Customer Resource Unit (CRU)	<ul style="list-style-type: none"> <li>Separate STD 610, with attached EF Duty Statement, from hiring documents and file accordingly</li> </ul>						
Reasonable Accommodation Coordinator (RAC)	<ul style="list-style-type: none"> <li>Work with the employee and if necessary, the hiring supervisor and Medical Officer at the State Personnel Board (SPB)</li> </ul> <table border="1"> <tr> <th>If</th><th>Then</th></tr> <tr> <td>STD 610 returned marked STPP</td><td>Implement or deny reasonable accommodation</td></tr> <tr> <td></td><td></td></tr> </table>	If	Then	STD 610 returned marked STPP	Implement or deny reasonable accommodation		
If	Then						
STD 610 returned marked STPP	Implement or deny reasonable accommodation						
Prospective employee	<ul style="list-style-type: none"> <li>Notifies and returns STD 610 to the PL/AC of approval and/or limitations</li> <li>Understand EF duty statement and STD 610</li> <li>Complete the remainder of page 1 and the top half of page 2 of the STD 610</li> <li>Obtain medical examination in reasonable amount of time (generally, no more than three weeks) having the physician complete his/her portion of the STD 610</li> <li>Sign and return forms to hiring supervisor</li> <li>If unable to obtain within 30 days of job offer, job offer can be rescinded</li> </ul>						

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## Health Questionnaire (with Physician's Report) STD 610 Process, Continued

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**When STD  
610 required**

The hiring supervisor MUST engage in an interactive discussion with the prospective employee regarding the EF duty statement and HQ for classifications as described under 'Purpose' and are a:

- Transfer (change in class)
- Out-of-class assignment
- Promotion
- Training and Development (T&D) assignment
- Temporary Authorization Utilization (TAU)
- New hire to state service
- Reasonable accommodation (requested/needed)

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## **Health Questionnaire (with Physician's Report) STD 610**

### **Procedure**

**How to  
complete  
and process  
an approved  
STD 610**

Follow the steps in the table below to complete and process the STD 610.

<b>Step</b>	<b>Action</b>
1	On the STD 610 the <b>PL/AC</b> , on page 1 and 3, inserts: <ul style="list-style-type: none"><li>• Date job offer made</li><li>• Applicant name</li><li>• Applicant address</li><li>• Class title and position number of vacancy</li><li>• Hiring agency name</li><li>• Agency address</li><li>• Hiring manager's name and telephone number</li><li>• Appointment type</li><li>• Desired appointment date</li><li>• Certification number, if applicable</li><li>• Applicant's current occupation</li><li>• Attaches EF duty statement</li><li>• Forwards documents to hiring supervisor</li></ul>

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## **Health Questionnaire (with Physician's Report) STD 610**

### **Procedure, Continued**

**How to  
complete  
and process  
an approved  
STD 610**  
(continued)

<b>Step</b>	<b>Action</b>						
2	<p>The <b>hiring supervisor</b> makes a job offer and engages in an interactive process and has the prospective employee (EE):</p> <ul style="list-style-type: none"> <li>• Read and/or understand<sup>2</sup> the EF duty statement</li> <li>• Read and/or understand the STD 610</li> </ul> <table border="1"> <thead> <tr> <th><b>If</b></th><th><b>Then</b></th></tr> </thead> <tbody> <tr> <td>Second or fourth box on the second page of the STD 910 is checked</td><td> <p>The hiring supervisor:</p> <ul style="list-style-type: none"> <li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li> <li>• Takes detailed notes regarding conversation</li> <li>• <b>Does not</b> determine the type of accommodation</li> <li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li> <li>• Has the EE sign all documents</li> <li>• Signs all documents</li> <li>• Forwards all but STD 610 documents to PL/AC for routing to RAC</li> </ul> </td></tr> <tr> <td>Accommodation indicated</td><td>Follow steps 6 - 8 on page 6 of the STD 910</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Complete and sign both documents, where appropriate</li> <li>• Return hiring documents, except the STD 610 and EF duty statement, to the PL/AC</li> </ul>	<b>If</b>	<b>Then</b>	Second or fourth box on the second page of the STD 910 is checked	<p>The hiring supervisor:</p> <ul style="list-style-type: none"> <li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li> <li>• Takes detailed notes regarding conversation</li> <li>• <b>Does not</b> determine the type of accommodation</li> <li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li> <li>• Has the EE sign all documents</li> <li>• Signs all documents</li> <li>• Forwards all but STD 610 documents to PL/AC for routing to RAC</li> </ul>	Accommodation indicated	Follow steps 6 - 8 on page 6 of the STD 910
<b>If</b>	<b>Then</b>						
Second or fourth box on the second page of the STD 910 is checked	<p>The hiring supervisor:</p> <ul style="list-style-type: none"> <li>• Opens dialogue with the EE to ascertain what limitations s/he may have or what equipment, work schedule, etc. is needed</li> <li>• Takes detailed notes regarding conversation</li> <li>• <b>Does not</b> determine the type of accommodation</li> <li>• Informs EE that the RAC will contact him/her to discuss reasonable accommodation and ends the job offer discussion</li> <li>• Has the EE sign all documents</li> <li>• Signs all documents</li> <li>• Forwards all but STD 610 documents to PL/AC for routing to RAC</li> </ul>						
Accommodation indicated	Follow steps 6 - 8 on page 6 of the STD 910						

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<sup>2</sup> The term "understand" may require the employee to provide an interpreter (friend or family member) at the time of the firm job offer, if the prospective employee does not speak English, is not fluent in English, is deaf, or blind. The hiring supervisor must inform the prospective employee to have an interpreter accompany him/her to the job offer discussion.

## Health Questionnaire (with Physician's Report) STD 610 Procedure, Continued

**How to  
complete  
and process  
an approved  
STD 610**  
(continued)

Step	Action
3	<ul style="list-style-type: none"><li>• The EE schedules a medical examination with his/her physician, who completes the remainder of the STD 610</li><li>• Returns the STD 610, with signed EF duty statement, to the PL/AC, within a reasonable time (generally, no more than three weeks; however, if unable to obtain within 30 days of job offer, job offer can be rescinded)</li></ul>
4	<ul style="list-style-type: none"><li>• Upon return of the STD 610, the PL/AC reviews the STD 610 for completeness and may approve and sign as the reviewer IF there are no <u>positive</u> or "<u>yes</u>" responses</li><li>• Notifies hiring supervisor of approved STD 610 and that a start date may be given to the employee</li></ul>
5	<ul style="list-style-type: none"><li>• The hiring supervisor contacts and informs the employee of his/her start date</li></ul>
6	<ul style="list-style-type: none"><li>• PL/AC forwards all hiring documents to the PS for processing the appointment</li></ul>

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## **Health Questionnaire (with Physician's Report) STD 610**

### **Procedure, Continued**

**How to  
complete  
and process  
a  
disapproved  
or  
questionable  
STD 610**

Follow the steps in the table below to complete and process a disapproved or questionable STD 610. Steps 1 through 3 on page 12 have been completed.

<b>Step</b>	<b>Action</b>
4	<ul style="list-style-type: none"><li>• Upon return of the STD 610, the PL/AC reviews the STD 610 for completeness</li><li>• PL/AC forwards to Medical Officer if STD 610 has any positive or "yes" responses</li></ul>
5	<ul style="list-style-type: none"><li>• Upon return of the STD 610 from the Medical Officer, the PL/AC reviews the Medical Officer's determination</li><li>• If disapproved, the PL/AC notifies the hiring supervisor to contact the employee and inform him/her they cannot be hired and providing him/her with the Medical Officer's rationale for the disapproval</li><li>• If questionable (Subject to Proper Placement-STPP), the PL/AC forwards the STD 610 to the RAC for reasonable accommodation determination and implementation</li></ul>
6	The RAC works with the employee, hiring supervisor and Medical Officer: <ul style="list-style-type: none"><li>• To determine the appropriate reasonable accommodation</li><li>• Notifies the Classification and Pay (C&amp;P) Analyst of any change in duties or working conditions to ensure appropriate allocation</li></ul>
7	If reasonable accommodation is approved, the RAC: <ul style="list-style-type: none"><li>• Initials the STD 610</li><li>• Forwards STD 610, with EF duty statement, to PL/AC</li></ul>
8	The PL/AC informs the hiring supervisor the STD 610 is approved and what limitations, etc., if any and that s/he contact the employee with a start date
9	The hiring supervisor notifies the employee of his/her start date

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## Health Questionnaire (with Physician's Report) STD 610 Procedure, Continued

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How to  
complete  
and process  
a  
disapproved  
or  
questionable  
STD 610  
(continued)

Step	Action
10	The PL/AC forwards all hiring documents to the PS, and makes <b>three</b> copies of the revised <b>EF Duty Statement</b> , <ul style="list-style-type: none"><li>• One for the hiring supervisor's work file for use in performance appraisals, training or possible disciplinary action</li><li>• One for the employee</li><li>• One for the employee's Official Personnel Folder (OPF)</li><li>• Copies of the STD 610 are <u>not to be</u> retained. The original, sent with the hiring documents to the PS, is retained in a separate, confidential file</li></ul>
11	The PS processes the appointment
12	The EE starts work and completes remaining appointment paperwork

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### Warning!

A prospective employee cannot start work until the STD 610 has been signed, reviewed and approved by the PL, SPB Medical Officer and/or Reasonable Accommodation Coordinator (RAC), if Subject to Proper Placement (STPP) has been indicated by SPB Medical Officer!

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## **Medical Clearance Resources**

**Resources** The table below lists various resources relating to medical clearances.

<b>Resource</b>	<b>Section</b>
Human Resources Policy Memos <a href="http://msd.dgs.ca.gov/AO.htm">http://msd.dgs.ca.gov/AO.htm</a>	03-013, 01-003
Law and Regulation <a href="http://www.dpa.ca.gov/statesys/dpa/laws.htm">http://www.dpa.ca.gov/statesys/dpa/laws.htm</a> <a href="http://www.dpa.ca.gov/statesys/dpa/oalrules.htm">http://www.dpa.ca.gov/statesys/dpa/oalrules.htm</a>	GC 18931, 19253.5, 19261 SPB Rule 172.3, 173
Memo of Understanding (MOU) <a href="http://www.dpa.ca.gov/collbarg/contact/bumenu.shtm">http://www.dpa.ca.gov/collbarg/contact/bumenu.shtm</a>	Applicable MOU
Responsible Control Agency and/or Program	SPB
State Administrative Manual (SAM) <a href="http://sam.dgs.ca.gov/default.htm">http://sam.dgs.ca.gov/default.htm</a>	0191
Selection Manual	7500
SPB/DPA Policy Memos <a href="http://www.spb.ca.gov/pinkies.htm">http://www.spb.ca.gov/pinkies.htm</a>	SPB Pinkie 7/10/02, 12/15/00, 1/9/93
<b>Other:</b>	
Personnel Policy & Procedure Manual (PPPM) STD 910  STD 610	40  <a href="http://www.documents.dgs.ca.gov/osp/pdf/std910.pdf">http://www.documents.dgs.ca.gov/osp/pdf/std910.pdf</a> <a href="http://www.documents.dgs.ca.gov/osp/pdf/std610.pdf">http://www.documents.dgs.ca.gov/osp/pdf/std610.pdf</a>

## ATTACHMENT 1

### List of Classes that Require STD 610

**List of  
classes**

The following table lists the various classes that require a STD 610, in alphabetical order.

Class Title	Class Code
Administrative Law Judge I, OAH	6071
Administrative Law Judge II (Specialist), OAH	6068
Area Supervisor I, Ofc. Machine Repair Service	6811
Area Supervisor II, Ofc. Machine Repair Service	6942
Assistant Chief, Buildings and Grounds Division	6666
Assistant Chief, Fleet Administration	6905
Associate Printing Plant Superintendent	7222
Automotive Pool Attendant I	6898
Automotive Pool Attendant II	6897
Automotive Pool Attendant III	6894
Automotive Pool Manager I	6895
Automotive Pool Manager II	6883
Bookbinder I	7404
Bookbinder II	7402
Bookbinder III	7401
Bookbinder IV	7399
Building Maintenance Worker	6215
Carpenter I	6476
Carpenter II	6475
Carpenter Supervisor	6470
Chief Engineer I	6698
Chief Engineer II	6695
Construction Inspector II	4032
Construction Supervisor I	4031
Construction Supervisor II	4030
Construction Supervisor III	4029
Direct Construction Supervisor I	4036
Direct Construction Supervisor II	4038
Direct Construction Supervisor III	4045
District Structural Engineer	3332
Electrical Inspector II	4034
Electrician I	6533
Electrician II	6532

*Continued on next page*

**List of Classes that Require STD 610, Continued**

**List of  
classes**  
(continued)

<b>Class Title</b>	<b>Class Code</b>
Electrician Supervisor	6530
Electronics Technician	6913
Electronics Technician Supervisor	6960
Elevator Operator	2034
Groundskeeper	0731
Hearing Reporter	1229
Heavy Equipment Mechanic	6834
Heavy Truck Driver	6378
Inspector of Automotive Equipment	6892
Interagency Messenger	1697
Janitor	2011
Janitor Supervisor I	2003
Janitor Supervisor II	2002
Janitor Supervisor III	2001
Junior Inspector of Automotive Equipment	6871
Laborer	6223
Lead Automobile Mechanic	6850
Lead Groundskeeper	0725
Locksmith I	6642
Mailing Machines Operator I	1779
Mailing Machines Operator II	1780
Mailing Machines Supervisor I	1459
Maintenance Mechanic	6940
Materials and Stores Specialist	1506
Material and Stores Supervisor	1503
Mechanical Inspector II	4037
Mechanic's Helper	6837
Molding Press Operator	7435
Office Building Manager I	6675
Office Building Manager II	6673
Office Building Manager III	6672
Office Building Manager IV	6671
Office Machine Service Technician	6782

*Continued on next page*

**List of Classes that Require STD 610, Continued**

**List of  
classes**  
(continued)

<b>Class Title</b>	<b>Class Code</b>
Office Machine Service Technician (Electronic)	6797
Office Machine Service Technician Trainee	6785
Offset Press Assistant	7335
Offset Process Camera Operator Black and White	7313
Painter I	6526
Painter II	6525
Painter Supervisor	6520
Plumber I	6549
Plumber II	6548
Printing Trades Assistant I	7438
Printing Trades Assistant II	7437
Printing Trades Specialist I (General)	1487
Printing Trades Specialist II (General)	1499
Printing Trades Specialist III (General)	1511
Printing Trades Specialist III (Process Camera)	1512
Printing Trades Specialist IV	1522
Printing Trades Specialist Trainee (General)	1485
Printing Trades Supervisor I (General)	1515
Printing Trades Supervisor II (General)	1516
Restoration Supervisor I	6644
Restoration Supervisor II	6647
Restoration Work Specialist	6648
Restoration Worker	6651
Senior Equipment Material Specialist	1542
Senior Inspector of Automotive Equipment	6855
Senior Printing Trades Specialist (General)	1519
Senior Telecommunications Technician	6910
Service Assistant – Automotive	6917
Service Assistant (Duplicating)	1484
Service Assistant – Maintenance	9994
Service Assistant – Warehouse and Stores	1510
Sheetfed Offset Press Operator I	7327
Sheetfed Offset Press Operator II	7324

*Continued on next page*

**List of Classes that Require STD 610, Continued**

**List of  
classes**  
(continued)

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<b>Class Title</b>	<b>Class Code</b>
Sheetfed Offset Press Operator III	7330
Sheetfed Offset Press Operator IV	7329
Skilled Laborer	6212
Specialty Press Operator	7314
Stationary Engineer	6712
Stationary Engineer Apprentice (Four-Year Program)	6717
Stock Clerk	1509
Supervising Groundskeeper II	0717
Supervising Structural Engineer	3331
Supervising Telephone Operator	1625
Telecommunications Technician	6911
Telecommunications Technician Trainee	6912
Truck Driver	6381
Warehouse Worker	6220
Webfed Offset Press Operator I	7331
Webfed Offset Press Operator II	7332
Webfed Offset Press Operator III	7333
Window Cleaner	2037

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